

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on December 13, 2017

The regular meeting of the Board of Directors of the Altoona Housing Authority was called to order by the Chairperson, Mrs. Robin Beck, at 8:16 a.m. on Wednesday, December 13, 2017, in the Boardroom at 2700 Pleasant Valley Boulevard.

Board Members in attendance: Mr. Howard Ermin, Mr. Mitch Cooper, Mr. Chris Kirwin, Mr. Scott Brown and Mrs. Robin Beck.

Legal representation: None present.

Staff members in attendance: Mrs. Cheryl Johns, Mr. Jim Stephens and Mrs. Kim Palmer.

Other individuals in attendance: None.

Public Commentary

There was no public commentary.

Minutes of Previous Meeting

The minutes for a regular meeting held on November 8, 2017, were presented.

Mrs. Johns stated that she would like to apologize to Mr. Kirwin who asked a question at the November meeting regarding the Public Housing Program – Other Income on Page 5 in the amount of \$52,683. Mrs. Johns stated that the Housing Authority used to have Principal Financial Group for retirement several years ago before switching to John Hancock. She stated that said money was left in the Principal account for employees not vested in the retirement plan. She added that the Housing Authority was advised to deposit the money.

Mr. Cooper moved for approval, Mr. Kirwin seconded, all approved.

Review of Financial Reports

The Expenditures Register, Capital Expenditures Register, Adjustment Sheet and the Public Housing Program, Section 8 Program and Pleasant Village Income & Expense Report covering the period of November 1, 2017 through November 30, 2017, and the Investment Analysis for December 2017, were provided to the Board of Directors for their review.

Mrs. Johns advised the Board that the Housing Authority borrowed 1.2 million dollars back in 2005 to do renovations at Pleasant Village. She stated that five (5) banks participated in said loan. She added that since there were funds available in reserves, the Housing Authority paid the remainder of the loan in full.

Mr. Kirwin made a motion to approve the financial reports, Mr. Brown seconded, all approved.

Resolutions

Approval and Adoption of Resolution 17-27 – This Resolution authorizes a contract be executed with an architectural/engineering firm for the HVAC & Electrical Upgrades at the Administrative Office.

Mrs. Johns stated that she spoke to both Mr. Brown and Mr. Ermin regarding the HVAC & Electrical Upgrades at the Administrative Office. She stated that the system hasn't worked properly for many years. She added that the Housing Authority requested prices from architectural/engineering firms to look at the current system to get it replaced.

Mr. Brown requested to look at the system with Mr. Stephens following the board meeting to see why it's not working.

It was decided to table Resolution 17-27 at this time so that Mr. Brown could look at said system.

Approval and Adoption of Resolution 17-28 – This Resolution authorizes a contract be executed with The EADS Group for architectural/engineering services for the Kitchen Upgrades Project at the Green Avenue Tower.

Mrs. Johns stated that the Housing Authority was out to bid for A/E Services for kitchen upgrades at the Green Avenue Tower. She stated that said activity is included in the Five-Year Plan.

Mrs. Johns stated that the Housing Authority received five (5) proposals, which she discussed with Mr. Brown and Mr. Ermin. She stated that it is her recommendation to award said contract to The EADS Group. She stated that their contract price was originally \$27,953 but she negotiated with The EADS Group for a price of \$25,000. She stated that the Housing Authority has worked with The EADS Group before on other projects.

Mr. Brown had some concerns regarding the location of the electrical panel and asked that The EADS Group specifically address this issue prior to going out to bid for a contractor.

Mr. Kirwin moved for approval, Mr. Cooper seconded, all approved.

Approval and Adoption of Resolution 17-29 – This Resolution authorizes the re-opening of the Section 8 waiting list for a period of one (1) week effective Monday, January 22, 2018 until the close of business on Friday, January 26, 2018.

Mrs. Johns stated that the Section 8 waiting list has been closed for several months and the Housing Authority hasn't been leasing up any new vouchers. She stated that the Housing Authority does not yet know how much funding it will receive in January. She added that the Housing Authority will advertise the re-opening of the waiting list and that the number of applications received within that one (1) week period will be plenty for the staff to handle.

Mr. Cooper moved for approval, Mr. Brown seconded, all approved.

Solicitor's Report

Attorney Haberstroh was unable to attend the board meeting.

Staff Reports

Mrs. Johns stated that she has some good news regarding the Disposition Application. She stated that the Housing Authority received approval to dispose of 2514 West Chestnut Avenue, which is a vacant lot. She stated that approval to dispose of all the other scattered site properties should be coming soon.

Mrs. Johns stated that J.R. Brown Construction has three (3) more roofs to complete at Fairview Hills, as well as the maintenance garage. She stated that Mr. Jim Brown, Owner, has had some difficulty getting prospective employees to pass the criminal background check and drug screening. She added that he is not the only contractor that has had problems finding employees.

Mrs. Johns stated that Howard Hanna Real Estate was contacted to help with marketing in order to occupy 1477 Washington Avenue. She stated that they have posted said property on their Facebook page and the Housing Authority has been receiving numerous calls regarding the property. She added that the Housing Authority has advertised many times and has reached out to local social service agencies to see if there was any interest in the property but had no luck.

Committee Reports

The Property/Maintenance Committee discussed the proposals received from architectural/engineering firms regarding the HVAC & Electrical Upgrades Project at the Administrative Office and the Kitchen Upgrades Project at the Green Avenue Tower.

No meetings have been held for the Finance Committee or the Personnel Committee.

New Business

Mrs. Johns stated that she would like to congratulate Mr. Ermin for being re-appointed to the Board.

Old Business

There was no old business.

Media Questions/Comments

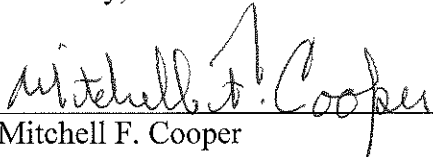
No media was present.

Adjournment

There being no further business to come before the Authority, Mr. Brown made a motion to adjourn, Mr. Kirwin seconded, all approved. The regular meeting was adjourned at 8:47 a.m.

The next regular meeting will be held at 8:15 a.m. on Wednesday, January 10, 2018, in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,



Mitchell F. Cooper